



November 3, 2003

Russ Kick
P.O. Box 30453
Tucson, AZ 85751

Dear Mr. Kick:

This responds to your letter dated October 16, 2003, in which you request certain Postal Service records pursuant to the Freedom of Information Act (FOIA). You are requesting records that were released in response to a FOIA request from Judicial Watch, specifically, "a copy of the log kept by Timothy Haney, manager of the Joseph Curseen Jr. and Thomas Morris Jr. Processing and Distribution Center ... during the 2001 anthrax mailings." Your request was referred to the Postal Service's Capital Metro Law Office, which maintains the records that were released in response to a request from Judicial Watch for records related to the discovery of anthrax in the mail.

Enclosed are fourteen pages of records deemed responsive to your request. While there are no responsive records specifically denominated as a "log," the enclosed records are all those released to Judicial Watch which have been identified as originating in the Postal Service's Capital District, which includes the Joseph Curseen, Jr. and Thomas Morris, Jr. Processing and Distribution Center. Although certain information has been deleted from the enclosed records, the deleted information was also deleted from the records released to Judicial Watch. Thus, in accordance with your request, you are receiving "the same materials [Judicial Watch] received."

The information deleted from the enclosed records consists of the name of an individual who is not a government employee, the names of Postal Service employees who were not involved in any decisions regarding the Postal Service's response to the discovery of anthrax in the mail, and the cell telephone number of a Postal Service employee. This information was withheld in response to the request from Judicial Watch pursuant to FOIA exemption 6, 5 U.S.C. § 552(b)(6), which applies to records the disclosure of which would result in a clearly unwarranted invasion of personal privacy.

We do not consider that we have withheld any records responsive to your request. Nevertheless, if you consider that you have been denied access to any requested records, we are informing you that you may appeal such a denial to the General Counsel, United States Postal Service, 475 L'Enfant Plaza, S.W., Washington, D.C. 20260-1100. An appeal must be submitted within thirty days of the date of this

response, and it should include a copy of your request, a copy of this request, copies of any other relevant correspondence, a statement of why you think this response is erroneous, and a statement of the relief sought.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchell J. Benowitz".

Mitchell J. Benowitz
Attorney

Enclosure

bcc: Mr. Haney
Mr. Marshall
Ms. Grant

Monday Oct 15th

Jerry Lane and I received a call at the Denver Forum that Senator Dashcle's office had received a letter at the Hart Building that contained Anthrax. We immediately left the Forum and caught an earlier flight that arrived at BWI at 11:30 pm.

Tuesday Oct 16th

I arrived at work at 7:00 a.m. I went on both Tours 2 and 3 to talk to employees about what was happening. I insured that all employees had Nitro gloves and facemasks. Most of the employees were scared and had many questions. Tonight I went home at 8:00 p.m. I spent most of my time on the floor talking to employees.

Wednesday Oct 17th

I talked to more of the employees and went to Tour 1. I implemented all of the preventive actions that Headquarters recommended. I established a hazardous bin for the employees to use when isolating any suspicious packages, letters, etc. I went home at 8:00 p.m. spending most of my time on the floor. That night, Jerry Lane called me at home and said that he had received a call from the Sargent-of-Arms of the Senate and requested that we meet him at the carriage house to discuss the Senator Dashcle letter. Prior to that meeting, I met with all of the unions and briefed them. Attached is a copy of the information I provided the unions at that meeting.

Thursday Oct 18th

I met with Rick Edwards, representative of the Senate, Decroah Wilhite, and Terry Poole. Mr Edwards was upset that the senator had received an infected letter and wanted to know why it happened and what we were going to do about it. Please refer to my notes of that meeting.

When we left the meeting, I pulled Deborah aside and let her know that the mail was leaking and that we were affected. She immediately went to the office and called URS (a biological testing company) to arrange on-site testing. URS was in the facility at 2:30 p.m. On my way back from the meeting, I was called by PMG Jack Potter and Adam Walsh, (America's Most Wanted), the Deputy Director of the FBI, and Chief Postal Inspector Weaver. It was stated that they wanted to do a live broadcast from the Brentwood workroom floor. I contacted Corporate Media and the broadcast was coordinated. They all left after the broadcast (about Noon). I then met with [REDACTED] from URS along with some members of my staff. We identified the machines that we had reason to feel the mail had been run on. At 6:15 p.m., that night, I spoke with Inspectors Weaver and Clemans to get additional information from the letter. They did not have the ID tag information at them time, but we were able to get this information from New Jersey. By decoding the ID tag information, we were able to identify the actual machine the mail had been processed on. Since URS only had 30 swabs available, we did this machine and the manual cases for ZIP Code 20510 (The Senate). Again, they tested hot. URS continued with the testing, but it was not completed until 02:30 a.m. on the 19th, at which time I went home.

Friday Oct 19th

At 7:00 a.m., I had a telecon with Pat Donahue and his staff to brief him on our progress. I arrived at work at 9:00 a.m. and did the ID tag analysis determining that the origin facility was Trenton NJ. By 11:00 a.m., we had resolved the exact machine (DBCS 17) that had been used to sort the mail and provided this information to both URS and the CDC. The CDC arrived during the afternoon and used this information during their investigation. They said that they would use the information to focus on the following items:

Epidemiological issues

Help with contamination testing

Look at employees

Identify employee that were possibly contaminated

Calling the DC Department of Health

I received a call that night from the DC Mayor's Office of Emergency Response (OER) team to attend a meeting at 6:00 a.m. on Saturday.

Saturday Oct 20th

Present at the OER meeting were Deborah Wilhite, Inspector Clemons, Susan Medvidovidth, Jerry Lane and myself. The discussion was about ██████████ who was in the hospital; confirmation that the facility tested positive; and that more testing was on the way. Meanwhile, we were still awaiting the results. I spoke with employees throughout the day. Mr. Sylvester Black arrived at 1:00 p.m. Pat Donahue arrived 9:30 p.m. We discussed the possibility of relocating operations. I stayed at the facility most of the night.

Sunday Oct 21st

I arrived at the plant at 8:00 a.m. with members of my staff. We copied sort plans, MODs tables, transportation information relating to the mailflow. We kept working on evacuation and contingency plans. At 1:00 p.m., I received a call from the CDC that ██████████ had tested positive. We immediately evacuated the building and told employees to report to work on their next scheduled day of work. As they left, we met them in the parking lot and assigned them work locations at other buildings. We directed them first to go to DC Hospital to get tested.

Monday Oct 22nd, Tuesday Oct 23rd, Wednesday Oct 24th

I met with employees at their new assignments to provide them with the most current information to keep them up to date.

Thursday Oct 25th

I met with Puneet Dewan, MD. He is in charge of the epidemic intelligence for CDC. I explained the situation and my theory of how the anthrax infected letter flowed through the plant. He set up a meeting for 10:00 a.m. to speak further with him and his staff.

Friday Oct 26th

At the Dewan meeting was Megan Davis from the CDC. We explained to her the government mail flows and expanded on my theory of how the Anthrax flowed through the building. At 10:00 a.m., they received a call that the State Department had reported a positive test for Anthrax. This further supported my theory of how the disease might have spread. At this point, we concluded the meeting and began developing a contact list for all government agencies that received mail through the government mail section. I went home at 07:00 p.m.

090283

Subject: Anthrax Briefing Points Update
Author: RONALD PEAY at WADC999L
Date: 10/18/01 2:39 PM

Attached is a copy of the talking points that will be used by the Plant Manager (Tim Haney) & Postmaster (Delores Killette) this afternoon to all employees on each tour.

Tour 2 2:30 PM

Tour 3 4:30 PM

Tour 1 11:00 PM

Mr. Black, if you need to reach Tim this evening, I will have my cell phone on and my number is [REDACTED]. This is just in case you call the office and no one answers.

001117

Anthrax Investigation Talking Points

Yesterday, the District Manager, Postmaster and Plant Manager met with the local leaders of APWU, Mailhandlers, and NALC unions. We discussed facility security, motor vehicle security, aviation security, Hazmat and anthrax.

I know that your concerns over the anthrax investigations probably outweigh the other areas of concerns at this time.

I want to share with you what we know about anthrax so that your concerns do not escalate into fears and fears do not become panic.

What exactly is anthrax?

- Anthrax is an acute infectious disease caused by spore-forming bacteria found most commonly in hooved animals—ranging from cattle to sheep to camels.
- The reason anthrax is suddenly in the news, is that there have been several cases of intentional exposure to a powdered form of anthrax being sent through the mail.
- Depending on the mode of exposure, anthrax in humans occurs in three forms: cutaneous or through the skin; gastrointestinal if it is ingested in contaminated food; or inhalation, if the spores are directly inhaled.
- **Anthrax is not spread from person to person. It is not contagious. When anthrax spores are detected in their earliest stages, the infection is treatable and cureable.**
- Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. As you all know by now, a letter was received and processed in this facility which contained anthrax spores. There has only been ONE such mailpiece that has been confirmed as having come through this plant. There has only been ONE other letter with anthrax confirmed as having been sent anywhere else in the country.

Here are our immediate plans to address these incidents:

- As a precautionary measure, testing will be performed today in a few areas on the workroom floor where there may have been exposures to anthrax.
- This is a proactive approach to ensure the safety and health of our employees.
- This testing is only being done as a precaution.

Later today, you will be seeing contract hygienists wearing Personal Protective Equipment, specifically, full body suits, on the workroom floor performing these tests in specific areas.

- Additionally, the National Medical Director for the Postal Service has decided to start planning for medical evaluations of employees. We will begin these evaluations on employees who work in the Government Mails section. This is being done because two of our employees at the Trenton, New Jersey processing & distribution facility have tested positive for exposure to anthrax.
- PLEASE, DO NOT BE ALARMED when the hygienists and the medical professionals show up and perform their examinations. Rather than waiting for an illness to develop here, the Postal Service is taking these precautionary steps.
- The reason we are doing this is so that your minds can be put back at ease, and so you can know that we are doing everything possible to make this a safe and healthy place to work. Simply put, we don't want to take any chance concerning your safety, your health, and your confidence in us.

I am sure you will have questions or concerns about what is about to take place. I want you to bring your concerns to myself, or your manager. We also have an EAP counselor here as well.

I can't overstate that this is ONLY a precautionary step. Please continue to be alert to the characteristics of suspicious mail, and to bring those questions to your supervisors, who have been instructed to notify the Postal Inspection Service. I'm asking you to continue to be alert ... but not alarmed.

All of you have done an outstanding job of keeping the mail moving in these extraordinary times... and I want to express my personal thanks to all of you, and encourage you to keep up the excellent job of representing the Postal Service.

DOLEZ

Subject: Service Talks with Doctors
Author: THERESA GIBBS at CHMD001L
Date: 10/18/01 3:24 PM

Today, October 18, 2001, from 1:30 p.m. to 6:00 p.m. Dr. Shook is speaking to employees on the workroom floor concerning anthrax. She spoke for approximately 15 minutes and then took questions from employees. She spoke at the GMF, BMC, CBF and Annex.

Dr. Waugh will be here tonight at 11:30 p.m. to continue for the later tours.

Theresa Gibbs

001120

Anthrax Talking Points

updated 10/24/2001

□ What is anthrax?

- acute infectious disease caused by the spore-forming bacterium *Bacillus anthracis*
- most commonly occurs in hoofed mammals (cattle, sheep, goats, camels, antelopes)
- can also occur in humans when they are exposed to infected animals, tissue from infected animals, or spores

□ Why has anthrax become a current issue?

- death and illnesses have occurred due to anthrax exposure
- potential agent for use in biological warfare
- Department of Defense (DoD) has begun mandatory vaccination of all active duty military personnel who might be involved in conflict

□ How common is anthrax and who can get it?

- anthrax spores can be produced in a dry form which may be stored and ground into particles which can cause disease and death
- most common in agricultural regions where it occurs in animals

□ What are the symptoms of anthrax?

- symptoms vary depending on how the disease was contracted
- ***Cutaneous:***
 - most (about 95%) anthrax infections occur when the bacterium enters a cut or abrasion on the skin
 - can happen when handling contaminated wool, hides, leather or hair products (especially goat hair) of infected animals
 - skin infection begins as a raised itchy bump that resembles an insect bite
 - within 1-2 days develops into a fluid-filled blister and then a painless ulcer, usually 1-3 cm in diameter, with a characteristic black necrotic (dying) area in the center
 - lymph glands in the adjacent area may swell
 - deaths are rare with appropriate antimicrobial therapy
- ***Inhalation:***
 - initial symptoms may resemble a common cold
 - after several days, the symptoms may progress to severe breathing problems and shock
 - inhalation anthrax can be fatal
- ***Intestinal:***
 - intestinal disease form of anthrax may follow consumption of contaminated meat
 - characterized by acute inflammation of the intestinal tract
 - initial signs are nausea, loss of appetite, vomiting, fever
 - followed by abdominal pain, vomiting of blood, and severe diarrhea

□ Where is anthrax usually found?

- can be found globally
- more common in developing countries or countries without veterinary public health programs

Can anthrax be spread from person-to-person?

- direct person-to-person spread of anthrax is extremely unlikely to occur
- communicability is not a concern in managing or visiting with patients who have inhalation anthrax

Is there a way to prevent infection?

- in postal facilities, when a suspected anthrax-containing parcel is found follow procedures listed in MI 860-1999-3, *Emergency Response to Mail Allegedly Containing Anthrax* and your local Emergency Action Plan
- in countries where anthrax is common and vaccination levels of animal herds are low, humans should:
 - avoid contact with livestock and animal products
 - avoid eating meat that has not been properly slaughtered and cooked
 - an anthrax vaccine has been licensed for use in humans
 - vaccine is reported to be 93% effective in protecting against anthrax (not widely available to civilian population)

How is anthrax diagnosed?

- anthrax is diagnosed by:
 - isolating *B. anthracis* from the blood, skin lesions, or respiratory secretions, or
 - by measuring specific antibodies in the blood of persons with suspected cases
- inhalation exposure can be determined by isolating spores from nasal passages

Is there a treatment for anthrax?

- doctors can prescribe effective antibiotics (penicillin, doxycycline, ciprofloxacin)
- to be effective, treatment should be initiated early
- treatment should continue for at least 4 weeks after exposure
- if left untreated, the disease can be fatal
- decontamination can be accomplished by boiling contaminated articles in water for 30 minutes or more and using some of the common disinfectants, such as chlorine

001103

updated October 24, 2001

Mandatory Safety Talk on Anthrax

Anthrax is an acute disease caused by a spore-forming bacterium (*Bacillus anthracis*). Anthrax most commonly occurs in hooved mammals (cattle and sheep) but can also infect humans. It is important to note however, that anthrax is **not** spread from person to person. Anthrax is most common in agricultural regions where it occurs in animals. These include South and Central America, Southern and Eastern Europe, Asia, Africa, the Caribbean, and the Middle East. This disease rarely occurs in the United States, with most reports of animal infection occurring in Texas, Louisiana, Mississippi, Oklahoma and South Dakota.

Anthrax infection can occur in three ways: (1) through breaks/cuts in the skin, (2) inhalation of spores, and (3) ingestion. If the bacterium enters the skin, especially through a cut or abrasion, an infection can result, which develops into a painless ulcer with a characteristic black area in the center. Initial symptoms from inhaled spores resemble a common cold, which may progress to severe breathing problems and shock, with death usually resulting within 1-2 days after onset of acute symptoms. Early intervention with antibiotics is the preferred treatment for inhalation exposure. The intestinal disease form of anthrax may follow the consumption of contaminated meat, and is characterized by an acute inflammation of the intestinal tract. Initial signs of nausea, loss of appetite, vomiting, fever are followed by abdominal pain, vomiting of blood, and severe diarrhea.

Local, state, and Federal health and emergency program officials are prepared to deal with terrorist activities involving release of anthrax spores. The Postal Service is coordinating with these officials to ensure quick and effective response to any such activities.

The Postal Service is dedicated to protecting the safety and health of all employees as well as customers. Management Instruction EL-860-1999-3, *Emergency Response to Mail Allegedly Containing Anthrax*, provides emergency response procedures and management guidelines for incidents in which letters or parcels are received that allegedly contain anthrax. The possibility that anthrax will be introduced into the mail stream requires that the following procedures be strictly followed.

What constitutes a "suspicious parcel"? Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- are unexpected or from someone unfamiliar to you.
- are addressed to someone no longer with your organization or are otherwise outdated.
- have no return address, or have one that can't be verified as legitimate.
- are of unusual weight, given their size, or are lopsided or oddly shaped.

- have protruding wires, strange odors or stains.
- show a city or state in the postmark that doesn't match the return address.

If you, as an employee, encounter a suspicious looking mail piece(s), do not touch it but report it to your supervisor/manager immediately.

Supervisors and Managers will immediately do the following:

1. Direct all employees away from the suspected mail piece(s) immediately.
2. Avoid further handling of the suspected mail piece(s), isolate it, and cordon off the immediate area (may utilize facility Spill and Leak Team to assist in this effort).
3. Call 911 immediately for HAZMAT Response Team.
4. Call your supervisor/manager or any member listed on the Crisis Management Plan/Emergency Action Plan.
5. Call Postal Inspectors.
6. Call the Health Unit.
7. Instruct employees thought to have handled the suspect mail to wash exposed skin with soap and water for three minutes and then rinse with water for one minute. These employees should remain in a safe place on postal premises until the Hazardous Material (HAZMAT) team arrives and employees are processed through the decontamination line.
8. After being decontaminated, employees may be interviewed by federal authorities (FBI) to determine the extent of the situation.
9. Invoke emergency action plan, including mechanical shutdowns (air handling equipment) and evacuation.
10. Call Postal Service Aviation Mail Security Office.
11. Call County Health Department.

001108

Mandatory Safety Talk– Hand Protection

Recent events have necessitated the need to re-emphasize USPS policy regarding the use of gloves and washing of hands with soap and water.

The hand is the part of the body most often injured on the job and these injuries are preventable. The work environment may contain substances capable of causing chemical, mechanical or physical injuries to the skin.

The USPS has furnished nitrile gloves for employees who wish to use them and we encourage their use.

Therefore, wear your gloves, and wash your hands with soap water every two hours during your tour, and other times as appropriate.

In addition, we are providing N-95 filter face pieces for those employees who process mail on the work room floor, if you wish to use them.

Employees are once again urged to be aware regarding suspicious mail and to immediately report any illness to your immediate supervisor.

Certification

I certify that I have delivered the following stand-up talks to the employees that I supervise:

- ## 1. Hand Protection

Date talk delivered

Location

The Facility Manager must submit this signed completed document to the District Manager. The District Manager will forward it to the Area Vice President who will send the documentation to the vice president, Employee Resource Management.

Facility Manager

00430